

Sharing useful information on the semester, studies, etc.

ELTE Facutly of Humanities, Department of International Affairs

Ms. Lilla Gilián: Erasmus+ student coordinator Mr. Sándor Balaci: Guest student coordinator





Contents

- Webpages, social media
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Webpages, social media

Join our Facebook group:

Current Erasmus&Guest students of the Faculty

- OFFICAL FACULTY WEBSITE
- ELTE OFFICIAL WEBSITE





Follow us online



Orientation Week

Programme & useful information:

https://btk.elte.hu/welcome-to-our-new-students

https://www.btk.elte.hu/orientation-week



Orientation Week & Semester starting

Erasmus+ and other exchange students

- 2-6th September 2024 Orientation Week IN PERSON
- Monday 9th September 2024 Classes start IN PERSON
- Department of International Affairs (DIA) Building A, office 44.
- Programmes: https://www.btk.elte.hu/orientation-week

www.btk.elte.hu

https://www.btk.elte.hu/welcome-to-our-new-students





Chapter 1

Stay here legally



Border crossing, entry information

Foreign students travelling to Hungary with a valid Hungarian residence permit for a period exceeding 90 days are treated in the same way as Hungarian citizens, thus they can enter Hungary without submitting a special request prior to their arrival.

In case of further questions please **contact the consular services** and Hungarian missions in your country: https://konzuliszolgalat.kormany.hu/hu-missions-abroad



Keeping your stay legal

Students from the **European Economic Area** (EEA: member states of the EU and Norway, Switzerland, Iceland, and Lichtenstein)

<u>registration card.</u>

Students from the **non-European Economic Area (EEA):**<u>residence permit,</u>

and after your arrival in Hungary you need to register your accommodation.



Keeping your stay legal EEA students

Obtain a <u>Registration Card</u> please visit the website from below and proceed according to the information you can find there:

Enter Hungary: https://enterhungary.gov.hu/eh/

Within 90 days after your arrival latest – only ONLINE submission is available

More information:

https://www.btk.elte.hu/en/content/practical-matters.t.3375?m=227



Keeping your stay legal Non-EEA students

Students in possesion of a D type of visa:

After your registration with the DIA please contact the National Directorate-General for Aliens Policing in order to obtain your residence permit. Please ask your administrative coordinator to issue the <u>certificate of student status</u>, that can be forwarded to you by e-mail too. This document is absolutely neccessary, together with the rest of the required documents.

Please check the website of the authority:

https://www.elte.hu/en/visa-procedure

NON-EEA (EU) student who entered Hungary without any visa:

We would suggest you to **visit the website** from below and make arrangements according to the information provided by the website:

Enter Hungary: https://enterhungary.gov.hu/eh/ - only online submission is available!



WELCOME TO THE ENTER HUNGARY PAGE OF ENTERHUNGARY!

Dear Clients,

we hereby inform you that the following cases are exempt from payment of administrative fee:

- issue of residence permit or extension of residence permit of Ukrainian citizens
- issue of residence permit or extension of residence permit for purpose of studies, or employment of Belorussian citizens
- applications for issue or extension of residence permits for purpose of studies of those, who receive Hungarian State Scholarship e.g. Stipendium Hungaricum, or the ones who have for-study ministerial sponsorship

In the above cases, the administrative fee does not have to be paid off!

Dear Employers,

We hereby inform You that in order to report the beginning and the termination of employing a person who is a beneficiary of temporary protection a separate form is available under the case type "Announcement". We kindly ask you that regarding beneficiaries of temporary protection report the beginning and the termination of the employment solely by using the designated form! The National Directorate-General for Aliens Policing hereby thank you your cooperation by complying with the above mentioned rules.

This system helps you submit your application for a residence permit in Hungary electronically, without queuing. If you wish to enter Hungary or the Schengen Area from abroad, the Ministry of Foreign Affairs and Trade will help you.

You can submit your e-application as a private person or a preferred employer/temporary work agency, as well as a legal representative. You need to make a registration before submitting the first application. The registration procedure varies in the case of a

Menedékes regisztrálás (How to submit a simplified application for recognition)

As a private person

As a preferred employer or temporary work agency

By a legal representative

Related to the use of the website, the user guide includes a detailed description.



Back

Preparation of E-application and process of submission:

Create your own user account.

Enter your e-mail address and Registration other details requested in the registration datasheet. When registration is finished, we will send you your single use password. If you do not wish to use a computer for submitting your application, complete the application in a paper format, and submit it as usual.

Complete the datasheet stating the purpose of your residence then forward them to our office!

If details are found to be missing for processing your application, you will be asked via mail sent to your account to provide further information. shall comply with the instructions.

rint and sign the application.

Following this you will be informed of when you should visit our authority for data control. It is important that you bring the printed and signed application and the required documents with you at this time!

Related to the use of the website, the user guide includes a detailed description.

Residence permit for third-country national

Permit for third-country national family member of EEA nationals and Hungarian citizens $\,$

Permanent residence permit for third-country nationals

Invitation letter

Registration	
I act as a private individual, in my own case I act as a lawyer, as a proxy I act as an employer, representing a company	
Surname (as in passport)	First name (as in passport)
phone number	date of birth YYYY-MM-DD
email address	
Registration	
back	



adatkezelési tájékoztató



Keeping your stay legal

In case of unexpected problems: email to our visa coordinator: visa@elte.hu

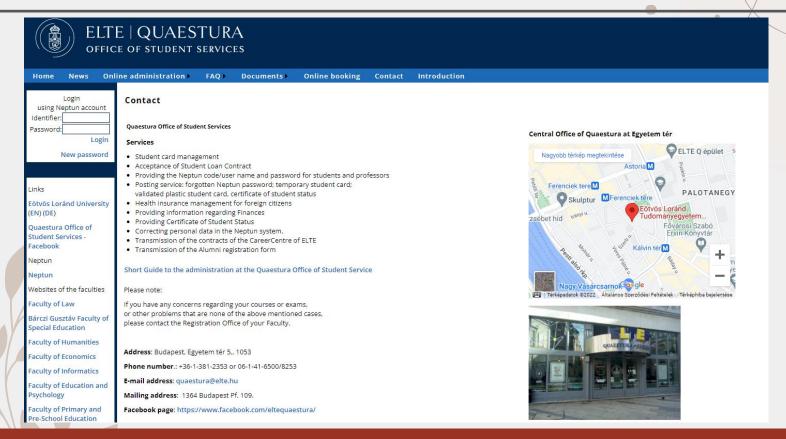
(Please note: the visa coordinator is NOT ABLE TO ISSUE a Letter of Acceptance. This should be arrage according to our prevously sent information.)

Chapter 2 Student ID (Student card)

Get it from Quaestura Office from 9th September!



Quaestura Office https://qter.elte.hu/default.aspx - Services





Quaestura Office Services

https://qter.elte.hu/default.aspx

- Neptun Password help
- Certificate of Student Status (active) (however the DIA office is also able to send you the certificate if you request it)
- Processes Temporary Student Identification Card
- Arranges Health Insurance on a fee-paying basis



Egyetem tér 5 1053 Budapest

About a 5-10 minutes walk from the Faculty of Humanities





Quaestura Office

Opening Hours at EGYETEM TÉR 5.

(Right now, until 9th September. When classes start, please check the website for the new timing: https://qter.elte.hu/Statikus.aspx/Elerhetoseg .)

Monday: 09:00 - 13:00

Tuesday: 09:00 - 13:00

Wednesday: 12:00 - 16:00

Thursday: 09:00 - 13:00

Friday: 08:00 - 12:00

Students staying shorter than 12 months

Temporary Student ID paper (get it from 9th September at Quaestura)

(A/4 format paper sheet document)

- -Issued by Quaestura Office described below:
- -https://qter.elte.hu/Statikus.aspx/GyIK-Diakigazolvany

(you most login into the Quaestura office system with your Neptun code and password)

-IMPORTANT: the ID (<u>paper</u> A/4) is <u>valid only for 60 days</u> from the day it has been issued, the document can be requested from Questura according to the information provided by the office and that can be found on the link above mentioned. After 60 days the document expires and has to be requested once again from the Quaestura Office.



Discounted transportation in Hungary

Temporary Student ID paper is valid to be used for discounted transportation in Budapest and any other means of transportation in Hungary (bus, train,etc).

Always check for student discounts at other places (e.g. museums, cultural events, sport facilities)



Discounted transportation in Budapest

ALWAYS carry your student ID with you

Monthly discounted pass: 3.450 HUF

Your student ID card number is necessary for the pass, you should write this number on the pass if this has not been done at the cashier

Budapest pass can be bought from ticket machines or online through "Budapest Go" app.

One way ticket: 450 HUF

Discounted transportation in Budapest

You must have a validated ticket or a valid pass before boarding the vehicles.

BKK officials are authorized to check the validity of your ticket or pass any time during or after your trip.

Passengers without valid ticket or pass are to pay a heavy fine: 25.000,-HUF (approx. 66-70 EUR).

- → Do NOT use public transport without your Student ID paper!!!
- → Do NOT buy a student monthly pass until you get your Student ID paper (9th September!!!!)



Chapter3 Bank account



Open a bank account in Hungary

Erasmus+ and exchange students:

It is not obligatory but recommended to open a hungarian bank account, especially if you stay for a whole year.



Open a bank account in Hungary

You can open the account at any banks.

Recommended bank:

near Astoria (campus): Károly krt. 1



OTP ATM:
huilding 4/A next to the Dent of Inter

in building 4/A, next to the Dept. of International Affairs









Department of International Affairs (DIA)

Múzeum krt. 4/A 1088 Budapest Ground floor, room 44

Administrative coordinators:

Erasmus+ exchange students: Ms. Lilla Gilián

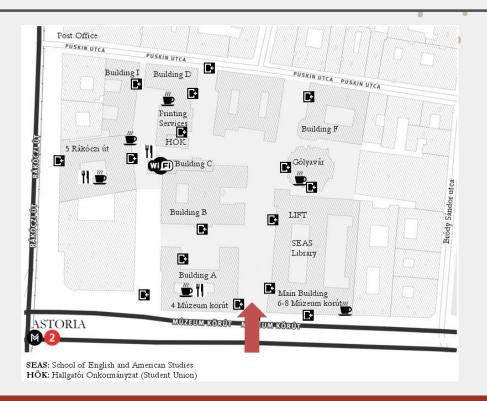
incoming@btk.elte.hu

Other exchange students: Mr. Sándor Balaci

mobility@btk.elte.hu



Department of International Affairs (DIA)





How do I contact the DIA and my administrative coordinator?

Students have to register for office hours here: kronosz.elte.hu

Office hours:

Monday: 13.00-16.00

Tuesday: no office hours

Wednesday: 9:00-12:00 and 13.00-16.00

Thursday: no office hours

Friday: no office hours



Student administration Registration with the DIA office

Registration: In person!

- ✓ During Orientation Week signing registration form on 2nd September from 1 PM (orientation session)
- ✓ Later arrival: you must visit the office 44. for Registration (signing our sheet)
- ✓ Registration is a must!
- ✓ Building A, room: 44 (ground floor)
- ✓ Erasmus+ exchange students: Ms. Lilla Gilián
- ✓ Other exchange students: Mr. Sándor Balaci

Bring your Certificate of Arrival with yourself!!!

After 9th September: come in Office hours: ONLY with booked appointment:

Book an appointment for an office hour: kronosz.elte.hu



Further useful information

Buddy stop



Near Gólyavár building

The rule is simple: whether you just have a question or feel entirely lost, just stand under the sign. If you see someone standing there, approach them and offer a helping hand.

FREE TRAININGS

BEING AN INTERNATIONAL STUDENT (ONLINE): TRANSITIONS, COMMUNICATION, WELL-BEING

- Intercultural training https://www.btk.elte.hu/being an international student online
- Counselling services
 https://www.btk.elte.hu/counselling-services

PASTORAL SERVICE

Foreign students at ELTE have access to the pastoral services of PPCU (Pázmány Péter Catholic University)

- Individual and small group exercises
- holy masses in English
- keeping faith groups (online)
- spirituality days, spiritual practice weekends during during major Catholic holidays
- preparation for sacraments (baptism, confirmation)
- leisure and cultural programs: excursion, film clubs
- lectures, roundtable discussions on Christianity, spirituality

More information <u>here</u>



HAVE A MENTOR

ELTE BTK offers a targeted student mentor system to all incoming students who would like to have personal mentoring before arrival and/or during their stay in Budapest.

If you would like to have a mentor, please choose one of our mentor networks below and register for a mentor. Apply for a mentor here: https://www.btk.elte.hu/student-mentors

In case of questions please contact **ESN ELTE**



Chapter 5 Academic Regulation





Academic Regulation

Plan things ahead...

Academic calendar: https://www.elte.hu/en/academiccalendar



Academic Regulation: Absence Policy

if you miss **more than 30% of your classes** (= 3 times 90 minute slots in your timetable), you will not get a grade and have no credits



Chapter6 Technical issues, and other practical matters





Use Wi-fi at the campus



- You can use wi-fi at the university with your ELTE Caesar account.
- You have already received info on ELTE accounts in the info letters.
 - More info:

https://www.elte.hu/en/it-support



Copy shop

At the campus:

In building R, ground floor.

Opening Hours:

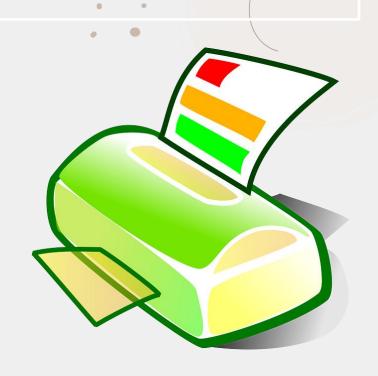
Monday: 7:30-8:30 and 10:00-17:00

Tuesday: 7:30-8:30 and 9:30-17:00

Wednesday: 7:30-8:30 and 9:30-17:00

Thursday: 7:30-8:30 and 9:30-17:00

Friday: 7:30-8:30 and 9:30-16:00

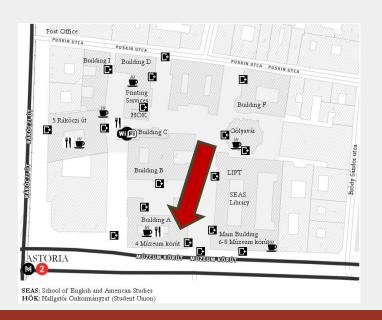




Book shop

Book shop at the campus: A building, basement room number: -176



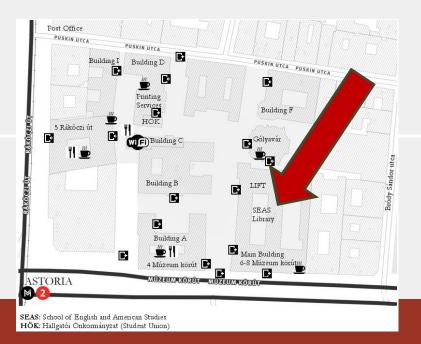




Libraries

English and German language library: main building

seaslib@btk.elte.hu germbibl@btk.elte.hu





Libraries



Every department has its own library. Ask your academic coordinators or course lecturers for information, other suggestions.



Libraries

University library & catalogue: https://konyvtar.elte.hu/en

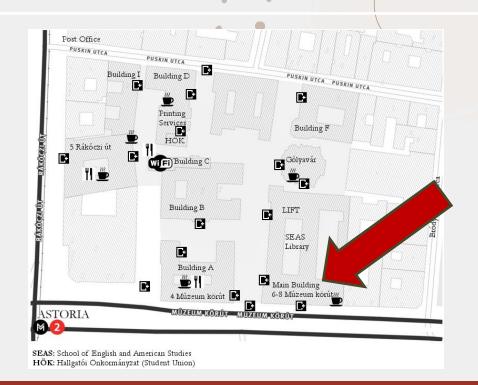
Online database available for ELTE students: https://eltekonyvtarak.elte.hu/en/egyetemi-konyvtari-szolgalat/adatbazisok/adatbazislista?redirect



Eating facilities near the campus

<u>Műhely Egyetem Café (at the campus):</u> soups, salads, sandwiches, coffee, tea, desserts

A lunch menu costs around: 2700 HUF (~7 EUR)





Eating facilities near the campus

- <u>Vega City</u>: Múzeum krt. 23. (vegan food, menus, burgers)
- <u>Subway</u>: Astoria (sandwiches)
- McDonald's: Astoria
- Burger King: Astoria
- Bamba Marha Burger: Astoria
- Manu+: Múzeum krt 7. (Neapolitan pizza)
- Black Cab burger: Rákóczi út. 19. (hand-made burgers)
- Zoska: Ferenczy István utca 28. (breakfast and café)
- <u>Csendes</u>: Ferenczy István utca 5. (restaurant)
- Belvárosi Disznótoros: Károlyi utca 17.(Hungarian food)
- Padthai Wok Bar: Egyetem tér



Eating facilities near the campus (shops)

- <u>Tesco Express</u>: Astoria (supermarket)
- Aldi: Kossuth Lajos utca 13. (supermarket)
- <u>Lipóti bakery</u>: Rákóczi út 4-6.
- City Spar: Károly körút 22-24. (supermarket)



Attention:

In many cases official emails sent from the ...@btk.elte.hu are automatically directed into a spam folder of your email account.

Always check the spam folder!







Guest Student Course Registration Form

- After arrival
- Courses you could not register yourself
- Teachers' permissions

Form → Submit at office personally until: 1st October

(the sooner-the better!)

Download from here:

https://www.btk.elte.hu/en/incoming-registration-useful-information

- Documents



DEAN'S OFFICE
DEPARTMENT OF INTERNATIONAL AFFAIRS
Détáin Hivatal
Neurostatic Warnerstatch Lordáin

GUEST STUDENT COURSE REGI	STRATION FORM
---------------------------	---------------

CONTRACTOR		
Name:	Date of birth:	
Place of birth:	Neptun code:	
Address in Hungary:		
e-mail:		

The undersigned request to be allowed to participate in the seminars and take the examinations listed below. For this purpose I have the consent of the academic coordinator/lecturer concerned. The signatures below attest to this.

I could successfully register myself for these courses in Neptun:

Course code	Brief title

I need to be registered for these courses in Neptun by my Erasmus/Guest student coordinator:

Course code	Brief title	Signature of course lecturer or head of department

I declare that:				
	I am a registered student at the University/ Institute of Higher Education (name of your home-university).			
Academic coordinator's signature	student's signature			
Budapest.				

Eötvös Loránd University, Faculty of Humanities

1088 Budapest, Múzeum krt. 4/A, 30-32, 44-45 • Telefon: 411 6500

https://btk.elte.bu/ep.eincomins@htk.elte.bu

please read the reverse side of this form



- In parallel with registering the courses in the Neptun system, please also register, list them on the document which can be downloaded from the website of the Faculty.
- Please download the document: GUEST STUDENT FORM here.
- (click on Documents)
- For the courses listed on the form **you couldn't register yourself** (any reason like prerequisite requirement or the course was full or the deadline was over...etc) **you must request the course instructor's**/ lecturer's approval (**signature!**) to take part in the course.
- The approval should be requested by you from the teacher. Please ask the teacher to sign the Guest Form. Once you have gathered the signatures on the Guest Form, please bring the Form to your administrative coordinator to building A, office 44.
- The Guest Student Course Registration Form has to be signed by your academic coordinator at the end, before you submit to the DIA Office
- Deadline: 1st October!
- American Studies (SEAS) you need to ask the signature from the teachers.



Learning Agreement (for Erasmus+) •

Always the academic coordinators are signing the document (not Lilla or Sándor!)

- Before the mobility part: if it is not signed yet, have it signed
- During the mobility part: if your courses change compared with the Before part, fill it in, and have it signed -
- After the mobility: only necessary if your home university requests it

List of the academic coordinators:

https://www.btk.elte.hu/erasmus_academic_coordinators

OLA won't be available after 30th September!!!!!

LA During the mobility should be done via paper form.

During the mobility – download from here



Confirmation of Arrival (for Erasmus+)

Please use the form given by your home university or download it from your home university website.

The signature of this document can be requested only in person from your administrative coordinator at the DIA office after your arrival.

For the signature on the Certificate of Arrival please contact in person the DIA office during the office hours even without booking an appointment on the first academic week.

AFTER 9th September, in order to visit the DIA office in person:

Please book an appointment:

kronosz.elte.hu



Documents before leaving

- 1. Transcript of Records
- 2. Certificate of Attendance/Stay/Departure



Transcript of Records

- The Transcript of Records will be issued by the Department of International Affairs (DIA) and it will be generated by the Neptun system.
- Make sure that all your grades are recorded in the Neptun system before your departure so that we can issue your official Transcript of Records. When all the marks are visible in Neptun, write us an email and the signed document will be electronically sent to your email address.

Confirmation of Stay / Certificate of Attendance

Please use the form given by your home university or download it from your home university website.

If it is not available, let us know personally and we will use the ELTE form, more information will be provided before the examination period.

PERSONALLY, never earlier than 5 days before your departure!
(Some university requires their student to make it sign on the exact day of leaving! – discuss with your home university coordinator!)

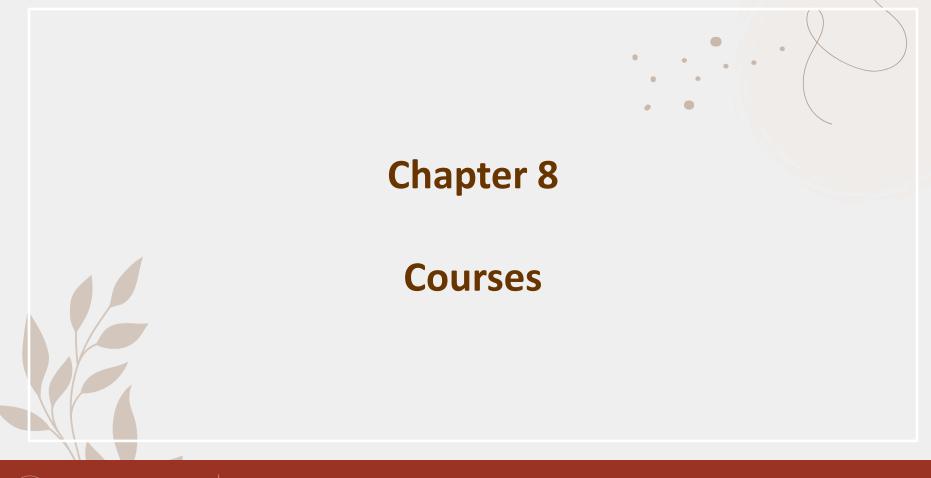


ELTE Caesar account (IIG ID) & email address

- Benefits:
- ELTE WIFI
- access to MS Office 365
- the official letters are sent to the ELTE email
- No problem with Hotmail, Yahoo mails
- via Outlook, your emails are available on every device
- access to Microsoft Teams
- Step-by-step guide: https://www.elte.hu/en/it-support
- IIG ID can be required <u>here</u>
- When you get your ELTE email address, do not forget to register it in the Neptun system:
- ✓ Log in to Neptun
- Go to the My data
- ✓ Click on Contact information
- Click on New Email address
- ✓ Type your email address and click on the save button.
- ✓ Enjoy your brand new, personalized ELTE email address!









Departmental coordinators

With study issues, always contact your <u>academic coordinator!</u>

(teacher, academic staff member of the department/institute, who confirmed your acceptance and LA)

Available courses and list of the coordinators: https://btk.elte.hu/en/content/course-catalogue-for-incoming-erasmus-students.t.3543?m=261

If you still need assistance ask for help from your administrative coordinator (Lilla or Sándor ©)



How to sign up for the courses?



You can sign up for your courses in Neptun system.

Do not worry if you cannot register for one or more courses because of a course prerequisite obligation or if you miss the registration deadline. Lilla and Sándor will register the course in your Neptun but you must present the teacher's signature and correct course code on the Guest Form.

Neptun tutorial film: please copy, paste the link into your web browser to access the site:

https://www.btk.elte.hu/media/f6/76/c6c39ebe6beb04f10ce392110e83efb47648c17aecef594d0dacddee3aed/Neptun%20tutorial.mp4

(More details about the course registration soon at the end of the presentation.)



Hungarian Language Courses for Erasmus+ and other exchange students

Details:

General Hungarian language course I. / II.

https://www.btk.elte.hu/hungarian-language-courses

Contact: hungarian_course@elte.hu

Registration opens in Neptun at 10:00 AM, 9 September, 2024



Hungarian Language Courses for Erasmus+ and other exchange students

Details:

General Hungarian language course I. / II.

<u>Registration opens in Neptun at 10:00 AM 9 September, 2024</u>, and takes until the end of the "first-come-first-served" course registration period (16:00, 13 September 2024). Please note that there is a limited number of places, thus the registration happens on a "first-come-first-served" basis.

<u>VERY IMPORTANT</u>: <u>there are two kinds of courses available, please register for one of them with the given code below</u> (if you register with a different subject code, you will be dropped from the course automatically). <u>You can check the timetables from 2 september in Neptun under the given subject codes.</u>

- 1x90 min/week (Course in General Hungarian: BXI-HUNLANG-INT)
- 2x90 min/week (Course in General Hungarian: BXI-HUNLANG-INTD)

Please also note: the courses are organised in two different campuses or online, so always check if the location is suitable for you. The rooms marked with LD code are at the Lágymányos campus in Buda, while the rooms marked with BD, BI or BF are located at the Trefort (Astoria) campus in Pest. The ones marked with NEMELTE are the online ones via MS Teams

Hungarian Language Courses for Erasmus+ and other exchange students

Details:

General Hungarian language course I. / II.

Please also check the language level of the groups. The level is indicated by code in the name of the course:

- A1.1 total beginner
- A1.2 beginner, who have learnt some Hungarian before
- A2.1 recommended after completing at least 80 lessons of Hungarian language
- A2.2 recommended after completing at least 100 lessons of Hungarian language
- B1.1 pre-intermediate
- B1.2 Pre-intermediate more advanced
- B2.1 intermediate
- B2.2 intermediate+



Sport courses

You can sign up for sport courses in Neptun system.

OR

You can choose other courses offered by BEAC (Budapest University Athletic Club).

You have to pay for all of the courses via Neptun/Q-space (official fee: 6000 HUF)

Please ask the trainers if there is any other fee to be paid, apart from the official fee indicated by Neptun for the respective course!

More info:

https://www.beac.hu/in-english/



Chapter 9

Quick Neptun training - Course registration
4th September (Wednesday) 1 PM
Neptun Q&A session



Course registration periods

- Pre-course registration period: already open. Closes on 30th August, 4 PM
- "Ranking period": From 30th August, 8 PM until 5th September 5 PM according to the point system of Neptun, the students with the most points will stay on the course registered. NOTE: You may be deregistered from the course you have registered yourself please check your subjects on 7th late evening! or 8th September early morning, if you got a place, or you need to register again during the first come first served course registration period!
- First come first served course registration period: 6th September 8 AM 13th September 4 PM The fastest gets the leftover places, therefore be quick. You can register yourself for the courses you have been dropped from after the ranking period. You need to be fast to get the free places at the courses.
- https://www.btk.elte.hu/academic-calendar
- It may happen that there is a pre-requisite at a course Guest Form after arrival

Neptun / course registration

First come first serve course registration period 6th September 8 AM – 13th September 4 PM

- After the ranking period, if you have less points than others, you will be dropped from the course by Neptun.
- So, you need to be quick to register yourself again for the free places offered for the rest of the students (like in a competition)
- If it is successful, you are enrolled to the course
- If not, after your arrival you need to ask the teacher's permission on the Guest form, and by submitting the Guest Form to me, I will register you onto the courses for which you got the permission.

Orientation Week Important Programmes

Wednesday – 4th September, 1 PM – Neptun Q &A session (A building, room 47)

Thursday – 5th September, 1:45 PM –

Studying abroad: an adventure in transitioning – workshop about intercultural challenges (meeting point: in front of Gólyavár at 1:45 PM)



EENJOY International Challenges



We've been waiting all summer for this...

Imagine your university life taking on a whole new dimension! Join us on the EENJOY platform and discover the exciting life of ELTE: creative challenges, tasks, and amazing gifts await you - all you have to do is click!

https://eenjoy.elte.hu/

and follow us on Instagram - @eenjoy_elte!

https://www.instagram.com/eenjoy_elte/

It's not just an online platform, EENJOY is designed for your university journey, to help you make the most of your ELTE years! Track your progress, get feedback on your performance and potential, while broadening your social network and community impact!

But that's not all! Our platform is packed with unique challenges and games that are only available for a limited time and which connect every aspect of university life. To make the EENJOY community even more enticing, you'll have the chance to win special gifts and rewards if you collect enough INS (or inspirational points) through these challenges!

Don't miss out on this exciting opportunity! Join us now and enter a new dimension of life at ELTE with EENJOY!

ELTE - Exciting New Journey of Yours!

WE ARE EENJOY! Let's go!

Questions

Questions:

Please contact your academic coordinator with academic questions/issues (subject, teacher, course related)

Please contact your administrative coordinator with other questions/issues





Lilla & Sándor